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## Award Nominations That May be Submitted At Any Time During the Year

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Command level awards administrators are reminded that nominations for the awards listed below must be reviewed by the Department of the Navy Awards Review Panel (DARP). These award nominations may be submitted *at any time* during the year. It is recommended that outstanding individuals who qualify for any of these awards be nominated as soon as possible after they become eligible. Please remind your local award review board and reviewing officials that these are not retirement or end of tour awards. Help your command be proactive in recognizing deserving employees at the time of their outstanding accomplishment. Recognizing success helps other employees succeed by providing positive examples and role models.

- ◆ DON DISTINGUISHED CIVILIAN SERVICE AWARD (DCSA)
- ◆ DON DISTINGUISHED PUBLIC SERVICE AWARD (DPSA)
- ◆ DON DISTINGUISHED ACHIEVEMENT IN SCIENCE AWARD (DASA)
- ◆ DON SUPERIOR PUBLIC SERVICE AWARD (SPSA) (only if SECNAV signature is being requested; if not, DARP review is NOT required)
- ◆ INVENTION AWARDS (over \$7,500 per individual)
- ◆ PATENT AWARDS (over \$7,500 per individual)
- ◆ SPECIAL ACT/SERVICE AWARDS (over \$7,500 per individual)
- ◆ SUGGESTION AWARDS (over \$7,500 per individual)
- ◆ MILITARY CASH AWARDS PROGRAM
- ◆ (MILCAP) (over \$7,500 per individual)

- ◆ DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD
- ◆ SECRETARY OF DEFENSE MERITORIOUS CIVILIAN SERVICE AWARD
- ◆ DOD DISTINGUISHED PUBLIC SERVICE AWARD
- ◆ SECRETARY OF DEFENSE AWARD FOR OUTSTANDING PUBLIC SERVICE
- ◆ PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE
- ◆ PRESIDENTIAL MEDAL OF FREEDOM
- ◆ PRESIDENTIAL CITIZEN'S MEDAL
- ◆ NATIONAL SECURITY MEDAL

## Submitting Nominations To The DARP

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Any award nomination that requires DARP review and recommendation, should be addressed to the Secretary of the Navy, **via** the Department of the Navy Awards Review Panel, and forwarded to:

DARP Executive Secretary  
Office of the Deputy Assistant  
Secretary of the Navy (CP/EEO)  
(Code DP6)

*Nebraska Avenue Complex  
321 Somers Court NW, Suite 40101  
Washington, DC 20393-5451*

~~~~~Please note our new address~~~~~

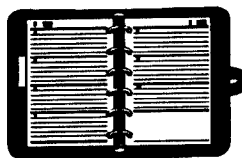
Original and TEN copies of the nomination package are required. Also, it is extremely helpful if the citation is provided on disk or sent to Judge Talbot as an e-mail attachment (talbot.judge@hq.navy.mil).

Activities nominating personnel for the Distinguished Civilian Service Award and Distinguished Public Service Award *must* send the package via their echelon 1 or 2 command for *favorable* endorsement. All endorsement letters **MUST** contain the name of the individual(s) being nominated and favorably concur in the nomination of the award at the requested level.

From time to time there are questions regarding an award nomination. Providing a point of contact's name and phone number is essential to gaining information about the award. Also, if your command wishes to present the award on a particular date, provide that information. There is no guarantee that it can be met, and a ceremony *should not be scheduled prior award approval*, however, every effort will be made to give the award particular attention.

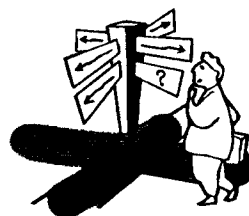
DARP meetings are held sporadically whenever there are a sufficient number of awards for review to justify calling the nine Senior Executives on the DARP together. The DARP support staff provides each member of the DARP with copies of all nominations approximately one week before each meeting. This is done to ensure that all DARP members have time to carefully review the nominations *before* the meeting. Awards coordinators are welcome to call the DARP support staff at any time to determine the date of the next meeting. Contacts and their phone numbers are listed below.

## DARP Meeting Schedule



The next DARP meeting will be scheduled on 17 March 2000 to review the nominations for the Eugene G. Fubini Award, William A. Jump Memorial Award, and any other award nominations.

There should also be a DARP meeting on 20 April, 15 June, 17 August, 12 October, and 30 November. Check with the ODASN DP6 personnel if you are planning to send a nomination package for any of these DARP meetings.



## Awards Contacts List

Please keep the following list handy to consult when you have questions regarding major awards:

### Navy policy on incentive and performance awards

Ms. Ann Marie Khinoo  
ODASN(CP/EEO)DP2  
Program Development and Direction Division  
(202) 764-0752 DSN 764-0752  
E-mail: [Khinoo.annmarie@hq.navy.mil](mailto:Khinoo.annmarie@hq.navy.mil)

### Navy Suggestion Program Coordinator

Ms. Danita Bearden  
ODASN(CP/EEO)DP2  
Program Development and Direction Division  
(202) 764-0750 DSN 764-0750  
E-mail: [bearden.danita@hq.navy.mil](mailto:bearden.danita@hq.navy.mil)

### Major Navy awards and outside awards requiring DARP review

Mrs. Judy Talbot ODASN(CP/EEO)DP6  
Executive Personnel & Leadership Development Division  
(202) 764-0636/0771 DSN 764-0636  
FAX (202) 764-0588/0565  
E-mail: [talbot.judye@hq.navy.mil](mailto:talbot.judye@hq.navy.mil)

BETTY FISHER

202-764-0645